

# Vendor Evaluation

**Name**

**E-mail**

**Extension**

**Vendor Name**

**Purchase Order Number (if applies):**

**Excellent**

**Good**

**Fair**

**Poor**

**Timeliness of Deliveries**

**Quality of Product Upon Delivery**

**Overall Quality of Product**

**Competitiveness of Price**

**Quality of Service Provided**

**Competitiveness of Terms & Conditions**

**Expertise of Sales Staff**

Please share with us any positive or negative experiences you have had with this vendor: